

# The SOUTH ROBERTSON NEIGHBORHOODS COUNCIL (SORONC) GREEN TEAM COMMITTEE, AND SoRo INC.'S

## GREEN BUSINESS AWARD and CERTIFICATION CHECKLIST

Each year the South Robertson Neighborhood's Council and Soro Inc. present an award to honor a business in the South Robertson community that has shown outstanding leadership in greening their business practices and workplace. In appreciation for these efforts, the award consists of the following:

### AWARD:

Certificate decal to place in window  
Award at Festival presented by State Senator and/or City Councilmember  
Featured on SoroNC, and SoRo, Inc.'s website  
Honored on SORO NC Green Team Facebook Page  
Free booth at Soro Festival

### Who can apply for Green Business Certification?

Only businesses with a physical commercial location within SoroNC boundaries can apply for Green Business Certification. Businesses must fall under one of these sectors:

- Office
- Retail Store
- Restaurant
- Grocery
- Hotel/Motel

Businesses must have 3 or more employees and commercial business space of 500 square feet or more. At home businesses and apartment buildings are not eligible to apply.

**HOW TO APPLY:** Those who wish to apply should contact Paula Waxman at [paulawaxman@soronc.org](mailto:paulawaxman@soronc.org) by March 31, 2011.

**JUDGING CRITERIA:** The judges will be a committee of representatives from SoRo Inc. and from the SORO NC Green Team and former recipients. The criteria that follow, are the "gold standard." In making a judgment as to which businesses should receive the award, we do not expect that a business complies with all of the criteria below. We look for the business that has attempted to implement as many of these aspects as possible.

### GENERAL EDUCATION

1. Track water and energy usage through utility bills. Repair problems.
2. Inform your customers about your business environmental efforts by posting the Green Business Certification decal in a visible location.
3. Adopt a written Environmental Policy statement stating your business commitment to operate and give preference to purchasing sustainable and/or products containing post-consumer, recycled content. Post company standards in visible location.

### WASTE REDUCTION

1. Perform a self-assessment of your waste. Identify the types and percentages of waste that are currently being generated and recycled and use the assessment to create or improve a reuse and recycling program.
2. Recycle or reuse: paper, cardboard, mixed paper, junk mail, newspaper, glass, plastic, Styrofoam and aluminum. Keep used paper near printers or re-use as note paper.

3. Stock only compostable, recyclable and/or reusable kitchenware for staff use. Avoid #6 plastic. Provide refillable containers for sugar, salt and pepper, etc. to avoid individual condiment packets.
4. Compost food and organic waste via outdoor composting bins, indoor/outdoor vermiculture systems (worm bins) or mechanical indoor composting units.
5. Reduce garbage bin liners: do not use them or use biodegradable liners.
6. Eliminate individual bottles of water for employees and guests and install an onsite water filtration system on faucet.
7. Retailers eliminate single use plastic and paper bags and replace with reusable bags that are machine washable, or paper bags made with 100% recycled content and a minimum 40% post consumer recycled content. Do not use bioplastic bags made from corn or labeled "PLA" because they do not easily decompose. Non retail businesses should provide these bags for use in the workplace.
8. Practice efficient copying by making two-sided copies standard practice, using smaller fonts and margins, posting a diagram showing how to load paper to minimize misprints.
9. Reduce unwanted mail by getting removed from mailing list. ([www.stopjunkmail.org](http://www.stopjunkmail.org)) Purge your own mailing lists regularly.
10. Use electronic forms and contracts.
11. Post employee announcements, journals, etc. in single location (bulletin board) to reduce printed copies.
12. Marketing materials should require no envelopes. Substitute post cards or fold-and-mail.
13. Use vendors that recycle or take back products when life cycle is over.
14. Donate, sell, or exchange unwanted, but usable items.
15. When appropriate, offer incentives to customers who bring in their own to go dishes, or reusable bags.
16. Use laundry service that provide reusable bags for dirty and clean linen.

## **ENERGY EFFICIENCY**

1. Replace incandescent lamps with high efficiency alternatives, compact fluorescent, LED, dimmable cold cathode, MR 16, optical reflectors or diffusers.
2. Show proof of regular maintenance on HVAC.
3. In low traffic areas, use lighting controls such as motion sensors, photocells, or time clocks.
4. Program computer monitors to sleep mode after 15 minutes or less of inactivity.
5. Set the Energy Saver feature on photocopier as the default.
6. Purchase Energy Star equipment/appliances.
7. Insulate water heaters, storage tanks, hot water pipes.
8. Use a solar water heater.
9. Install a solar electric system.
10. Use ventilation, or ceiling fans instead of air conditioning.

11. Install a programmable thermostat: set at 72 degrees with nighttime setting of 55 degrees.
12. Replace leaky, broken windows with double pane, low-E, energy efficient windows.
13. Apply window film to reduce solar heat gain on clear, single pane non-northern facing windows.
14. Shade sun exposed windows and walls during the warm season: use awnings, sunscreens, shade trees or shrubbery.
15. Weather strip windows and doors.
16. Implement office-wide policy encouraging staff to turn off equipment and lights when not in use.
17. Place "turn off light" labels on switches.
18. Use standby mode on equipment, energy saver buttons on copiers.
19. Clean skylights, light fixtures, and diffusers regularly for optimal light output.

#### **WATER EFFICIENCY & URBAN RUN-OFF**

1. Provide water bills for pre and post changes.
2. Regularly check for and repair leaks.
3. Replace pre-1992 toilets (3 gal.) and urinals with more efficient alternatives that use 1.6 gal. gpf or less.
4. Clean outdoor areas with broom and damp mop instead of hose.
5. Do not wash cars, equipment, floor mats where runoff water flows into the storm drain.
6. Keep receiving areas and dumpsters clear of litter. Ensure tight fitting lids.
7. Adjust sprinkler times according to laws and seasons. Sprinkler runoff is prohibited. No spray irrigation between 10 am and 4 pm.
8. Install faucet aerators or flow restrictors facility wide.
9. Post signs in restrooms and kitchens to encourage water conservation and to report leaks. Run dishwasher only when full.
10. Clean litter and debris in front of your business on regular basis to minimize litter entering storm drains.
11. Install water efficient shrubs or ground cover, mulch exposed soil to retain water, whenever possible use drip irrigation.
12. Install a cistern or rain barrel to catch rainwater.
13. Install gray water system (City permit required)
14. Redirect downspouts to landscaped areas

15. Use pool covers to reduce evaporation and heat loss.

## **POLLUTION PREVENTION & CHEMICAL USE**

1. Stock refillable, non-toxic, biodegradable cleaners, with trigger spray bottles not aerosol cans. ([www.green Seal.org](http://www.green Seal.org) or [www.ecologo.org](http://www.ecologo.org))
2. Educate cleaning staff of your eco-friendly preference and provide them with safety data sheets in both English and Spanish.
3. Drop off hazardous waste at city facilities. This includes: rechargeable and alkaline batteries, paint, used toner and ink-jet cartridges, cleaning chemicals, CFL's and fluorescent tubes, electronics, aerosol cans that are not empty, pesticides, medicines.
4. Request that your pest control or landscape contractor reduce their use of pesticides. Get their commitment in writing. Apply pesticides on an "as-needed" basis. Use traps, contained baits, gels and barriers whenever possible.
5. Use natural reed diffuser or trigger spray deodorizers and disinfectants.
6. Use low or zero VOC non-toxic paint products and office supplies (white out, dry erase markers), substitute with water based pens and markers.
7. Use unbleached/chlorine free paper products.
8. Obtain battery recharger for office use. Use rechargeable instead of disposable batteries for flashlights, radios, remote controls, etc.

## **SUSTAINABLE PROCUREMENT & ECO-PURCHASING**

1. Use post consumer recycled content office paper, letterhead, business cards, file folders, envelopes, paper towels, napkins, shipping boxes.
2. Use remanufactured toner cartridges
3. Contact CalMAX (California Materials Exchange) or other materials exchange programs before purchasing equipment. [www.ciwmb.ca.gov/CalMAX](http://www.ciwmb.ca.gov/CalMAX), [www.lashares.org](http://www.lashares.org)
4. Request that deliveries come in returnable, reusable containers.

## **TRANSPORTATION MANAGEMENT**

1. Encourage the use of rapid transit and ridesharing among employees and post maps and information on bulletin board.
2. Make business bike-friendly for employees and customers. Give incentives to employees and customers, perform business errands on bike, provide bike racks.

**PLEASE PROVIDE US WITH ANY OTHER GREEN PRACTICES THAT ARE SPECIFIC TO YOUR BUSINESS THAT WE SHOULD BE AWARE OF BUT THAT ARE NOT LISTED IN THE CRITERIA ABOVE:** \_\_\_\_\_